

August 10, 2006

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, August 17, 2006
1:30 p.m., Council Chambers
County-City Building

A G E N D A

- ITEM 1: Request to amend Section 2.76.155 of the Lincoln Municipal Code — Compensation Plan – Longevity Pay.
- ITEM 2: Request to amend Section 2.76.395 of the Lincoln Municipal Code — Vacation Leave with Pay.
- ITEM 3: Miscellaneous Discussion.

PC: Joan Ross, City Clerk

2.76.155 Compensation Plan; Longevity Pay.

(a) Employees with a pay range prefixed by the letter "E" shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular payday. The longevity schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
5 years	\$ 266.00
10 years	\$ 495.00
15 years	\$ 812.00
20 years	\$1,054.00
25 years	\$1,338.00

Employees with a pay range prefixed by the letter "E", hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

(b) Employees with a pay range prefixed by the letter "X" or "N" shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed by "X" or "N" who are scheduled to work less than forty but at least twenty hours per week shall receive longevity pay based on the number of hours worked each pay period. The longevity schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
5 years	\$215.00
10 years	\$405.00 <u>500.00</u>
15 years	\$612.00 <u>754.00</u>
20 years	\$816.00 <u>977.00</u>
25 years	\$1,002.00 <u>1,300.00</u>

Employees with a pay range prefixed by the letter "X" or "N", hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

2.76.395 Vacation Leave with Pay.

(a) Amount. Each employee with a pay range prefixed by "E" shall earn vacation leave credit annually as follows:

After original appointment -- at the factored hourly equivalent of 88 hours per year.

After five years of service -- at the factored hourly equivalent of 120 hours per year.

After ten years of service -- at the factored hourly equivalent of 136 hours per year.

After fifteen years of service -- at the factored hourly equivalent of 160 hours per year.

After twenty years of service -- at the factored hourly equivalent of 192 hours per year.

After twenty-five years of service -- at the factored hourly equivalent of 200 hours per year.

Each employee with a pay range prefixed by "N" or "X" shall earn vacation leave credit annually as follows:

After original appointment -- at the factored hourly equivalent of 80 hours per year.

After five years of service -- at the factored hourly equivalent of 112 hours per year.

After ten years of service -- at the factored hourly equivalent of 128 hours per year.

After fifteen years of service -- at the factored hourly equivalent of 160 hours per year.

After twenty years of service -- at the factored hourly equivalent of 184 hours per year.

After twenty-five years of service -- at the factored hourly equivalent of 192 hours per year.

The department head may require that vacation leave be taken not less than one day at a time. Vacation leave credit shall not accrue during a leave of absence without pay.

(b) Vacation leave shall not be granted during the first six months of employment. Each department head shall keep records on vacation leave credit and use and shall schedule vacation leave with particular regard to the seniority of employees, to accord with operating requirements, and insofar as possible, with requests of employees.

(c) Accumulated leave. An employee may accumulate vacation leave to a maximum of forty hours over and above the employee's maximum annual earning rate, for employees with a pay range prefixed by 'E'. An employee may accumulate vacation leave to a maximum of eighty hours over and above the employee's maximum annual earning rate for employees with a pay range prefixed by 'X'.

(d) Vacation payout. Any employee who separates from the city service shall be compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout shall occur with the paycheck immediately following separation. In the event the separation is the result of retirement, as defined by the applicable retirement plan, an employee may elect to utilize vacation until all accrued vacation has been exhausted.

(e) Waiving vacation. For the purpose of maintaining necessary personnel on duty to accomplish city work, a department head, with approval of the Mayor, may waive accumulated vacation leave in excess of eighty hours. Waived vacation will be paid to the employee at the employee's usual rate of pay as of the last January 1, provided there are sufficient funds in the department's budget for salaries.

(f) Vacation bank payout. For employees maintaining a vacation bank, excluding ranges prefixed by "B" or "F", the employee may request to sell all or part of their bank at the first full pay period in July each year. Such request for payment shall be made in writing and approved by the employee's department head and the Mayor, provided there are sufficient funds in the department's budget for salaries. Payment for requested hours will be paid at the employee's usual rate of pay as of the last January 1.